

CrashPresenter (ProPresenter)

How to use this wonderfully crafted, totally bug-free, and absolutely intuitive piece of software perfection!

- [Troubleshooting](#)
- [Basics of running ProPres](#)
 - [Opening ProPres](#)
 - [Importing from Planning Center for Chapel/Vespers](#)
 - [Importing from other sources for other events](#)
 - [Linking songs to the chapel/vespers playlist](#)
 - [Creating an arrangement](#)
 - [Formatting the Songs](#)
 - [Editing a slide](#)
 - [Etiquette for running slides](#)
 - [Creating a New Presentation](#)
 - [Creating a new slide](#)
 - [Order of Events \(How to setup and run ProPres from the moment you come in to the end of the event\)](#)
- [Macros](#)
 - [Chapel Elements](#)
 - [Projector Things](#)
 - [Outside Sources with Macros](#)
 - [How to Create a Macro](#)
- [Layers](#)

- Video
- Media
- Slide Content
- Announcements
- Props
- Audio

- Library
- Media Bin
- The different viewing tabs
 - Show
 - Edit
 - Reflow
 - Bible
 - Stage Editor (under the More button)
 - Theme Editor (under the More button)

- Timers
- Themes
 - BGH Default
 - Others

Troubleshooting

If there is an issue with ProPresenter, restart the app

This will fix 95% of all issues

If that doesn't work, restart the whole computer

This will fix 99% of all issues

Basics of running Propres

Basics of running Propres

Opening ProPres

The ProPresenter app is in the picture below, just click on it and this will open the app ready to go. If you get a pop-up asking to update ProPresenter, ignore that. Never EVER update ProPresenter on a show day! EVER!!!

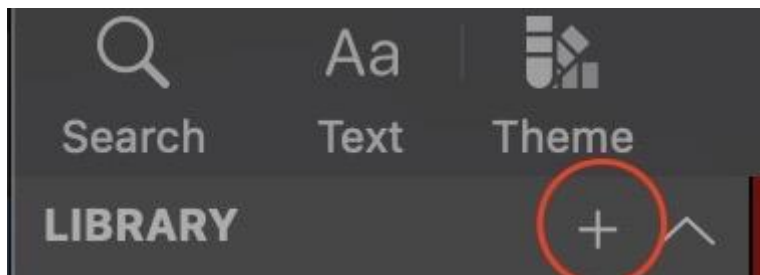


Importing from Planning Center for Chapel/Vespers

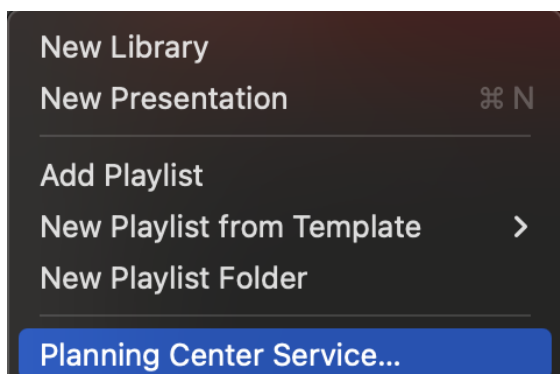
What is a Planning Center (aka Planning Center Online aka PCO)??

An online planning resource we use to schedule chapel, vespers, and other worship events. It can be found under the Benson Links webpage and use the login info that can be found in the password vault that Jason has yet to set up.

Navigate up to the plus icon in the library section.



Hit that plus icon and navigate to the Planning Center Service Option.



Sign in (if needed) and click on the right folder that would contain the event that you are running (Mon chapel v. Wed chapel v. Vespers). The event will be titled the date of the event.

Click on the right event and then hit select, this will then import the planning center data into ProPresenter and open the playlist. At this point, you are ready to start importing songs.

Importing from other sources for other events

- presentation
 - download as a microsoft powerpoint and import
 - no pdfs!!!!!!
 - drag and drop jpegs
- audio: also can drag and drop but don't do this in propres plz. qLab is preferred in almost every instance.
- video: drag and drop, or import as media from local location on computer

Linking songs to the chapel/vespers playlist

On a song, select the magnifying glass icon (photo)

first navigate to library (photo) and see if the song is already in, if so, click on link and it will automatically import it into the playlist, next step is arrangements from here.

if not, go to song select/ ccli to import the song, (photos walking through this)

Creating an arrangement

Definition:

go up to the top and click on the button in the photo

then navigate to the place that says "master" and click on the blue arrow, this will give a pop-down menu and you can choose "new arrangement"

PHOTOS

from here, name a new arrangement "YYYY-MM-DD Event" and hit "Ok".

Formatting the Songs

2-3 lines per slide, break on natural vocal breaks (whether it is a completed phrase or due to natural pacing) include a video with examples?

same with slide breaks, but more extreme (breath = slide break, different phrases/sentences, also according to natural line breaks)

if they are changing fast, consider combining into one slide

slow transitions, break it up, trying to keep time on each slide to be similar without leaving one slide up for too long

pretty instinctive

include link or pdf to complete handbook

Basics of running ProPres

Editing a slide

Editing mode and quick edit

Etiquette for running slides

Rule of thumb is to always have the slide up before the audience and band get to it.

make things faster to get stuff up by using shortcuts!

the band is in-charge of the arrangement technically, you follow them and they don't follow you

Creating a New Presentation

else:

go up to top and click on plus icon and then go to "new presentation"

click that, add to correct library and playlist, and there you go

also, can use command + n to make one

Creating a new slide

go to plus icon at bottom, click either add new blank slide or in the theme you want

it will add it after the currently selected slide

Order of Events (How to setup and run ProPres from the moment you come in to the end of the event)

Pre-Event:

- turn confidence monitor on
- log into computer (password in vault JASON has yet to set up)
- Turn projector on, bring screen down
- open propres
- Planning Center Import
- link songs
- import and link presenter slides (whenever they get to you :))
- link 10:20 video and bumper video
- link any announcements
- start working on song formatting
 - help orphans and widows
 - make the slide transitions flow (make 1 or 3-line slides if needed)
 - make sure the theme is correct
- create an arrangement
- make a blank, intro, and copyright slide if they don't exist
- get slides in order using arrangement as the band practices, just follow them and hope for the best

During Event:

- cry
- murder propres

Post-Event:

- turn projector off and bring screen up if needed
- go to a blank slide
- turn confidence monitor off

Macros

Macros are awesome! With them, you can control a lot of different things and aspects of both ProPres and other software/hardware that is connected. Below are the sections of Macros that we use most often and what they specifically do.

Chapel Elements

When to Use Them:

- Band macro on song with lyrics when the band is singing
- Speaker macro when someone is presenting or talking with slides on the screen
- Nick bug and talking macro are currently not being used

Macro List:

Band Macro:

- Changes confidence monitor to lyric display (confidence monitor = tv on seats at the front of the stage so the people on stage can see what lyrics or slides are next)
- Starts a timer (not used currently)
- Makes the lyrics also go to lower 3rds (the lyrics at the bottom of the screen for the recording, whether that is on or off is controlled by the ProPres Operator)

Speaker Macro:

- Changes confidence monitor to speaker display (definition above)
- Another unused timer
- Removed the lower 3rds (definition above)

Talking Macro (No Lower 3rds):

- Just removes the lower 3rds

Nick Bug:

- Adds a title in the lower right corner saying the name of the speaker and their title. These are edited in props.

Projector Things

When to Use Macros:

- Screen Up/Down: self-explanatory, use when you need to move the screen
- Projector On/Off: same, use when you need to turn the projector on/off
- Projector Off and Screen Up: Use at the end of an event to save having to push an extra button
- Projector On and Screen Down: Use at the beginning of the event

Macros:

- Screen Down/Up: makes the projector screen go down/up. If it is not working, you should find the remote (picture) in the drawer at FOH and click that. It is a finicky thing at best, so waving your arm around and walking up and down the aisles while clicking the button will usually let you find somewhere that it works
- Projector On/Off: turns the projector on/off. If it is not working, go to Benson Links and choose "Organ Projector" (picture) and then turn it on/off (standby) from there (picture)
- Projector Off and Screen Up: just a group of the two macros
- Projector On and Screen Down: just a group of the two macros

Macros

Outside Sources with Macros

This is a really cool feature where you can control things like MadMapper with ProPresenter. This will be used to control the video wall automatically. Once set up, it works just like a macro.

For setup, that would require googling or getting Jason to fill out this section since he has done it.

Macros

How to Create a Macro

Plus icon in top right

adds a macro

rename it however you wish

right-click to add actions

right-click for a lot more options

video walking through all right click options

Layers

ProPresenter is based on Layers. This is one of the key concepts to know in how to design and work with ProPres. Starting from bottom up, the layers are: Video, Media, Slide, Announcements, Props, Messages, and Audio. This means that if a media and slide element are being used and the slide is full-screen, it will cover up media, and the same for announcements, and up. It is just a system of various things on top of each other, starting with video and going up to audio.

If there isn't a book for a layer, that means that we generally don't use it.

Layers

Video

Layers

Media

Layers

Slide Content

Announcements

Layers

Props

Layers

Audio

Library

Media Bin

The different viewing tabs

Show, Edit, Reflow, Bible, ect.

The different viewing tabs

Show

This is the default view that you see when you initially open ProPresenter.

In this view you can find:

- libraries
- playlists
- media bin (have to press a button though)
- view of the screen
- slides!
- audio
- props (have to press a button)
- macros (have to press a button)
- stage displays (have to press a button)
- and other stuff to update later!!

Long list! This is basically your home page, where you can find most things that you would need to use during an event.

Picture with arrows!

The different viewing tabs

Edit

The different viewing tabs

Reflow

The different viewing tabs

Bible

we don't use this

The different viewing tabs

Stage Editor (under the More button)

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